



*PROPOSAL NO. CB-2060*

**REQUEST FOR PROPOSAL  
FOR  
ABILENE REGIONAL AIRPORT TERMINAL  
CARPET REPLACEMENT**

## PURPOSE

The City of Abilene is soliciting proposals from interested and qualified parties to replace existing carpeting in the Terminal Building.

The purpose is to provide and install durable, fashionable (to be approved by and chosen in coordination with Airport Administration) carpeting (squares) in the Terminal Building. All work is to be performed by the contractor.

All workmanship, materials and equipment supplied and installed shall meet or exceed the requirements and adhere to all City and State of Texas Mechanical, Structural and Electrical Code/Standards. All workmanship will appear as “new construction” with all component colors approved by City staff.

## SCOPE

Proposal includes:

- 1) Remove and Dispose of existing carpeting and all carpeting related items in the areas listed including, but not limited to carpet, rubber baseboard, nails, carpet material underneath surface, and transition strips.
- 2) Purchase and Install commercial high traffic graded products and all associated materials including, but not limited to carpet squares, rubber baseboard, nails, carpet material underneath surface, and transition strips.

### Design and Materials

**Exhibit 4** includes a floor plan, with colors and designs for the carpet. Materials must be commercial quality with special focus on durability and high traffic. Materials proven to be successfully implemented in other airports or other heavily-trafficked public areas will be preferred. Floor plan includes measurements, however **proposals should be based upon contractors own measurements.**

Each type of carpet is coded below (and on Exhibit 4) with estimated square footage:

CP-1 Estimated: 569 sq. ft. Color Black, White, Gray Horizontal (See Ex 4).

CP-2 Estimated: 1,552 sq. ft., Color Black, White, Gray (See Ex 4).

CP-3 Estimated: 712 sq. ft., Color Black, White, Gray Mesh (See Ex 4).

CP-4A&B Estimated 3,215 sq. ft. 2824, Color Black, White, Gray Horizontal (See Ex 4).

BS-1 Estimated Baseboard: 817 Linear Ft. Color – Black.

All work, equipment and materials are to be furnished by Proposer. Proposer shall have access to premises daily between the hours of 11:00 p.m. and 4:00 a.m., except for City approved holidays. Access to secured areas outside of 11:00 p.m. to 4:00 a.m. will require security badges and background screening. Work outside of the listed hours will

require coordination with Airport Administration to ensure passengers are minimally affected. Flight delays may cause disruption to work schedule.

**City requires at a minimum:**

The Proposer shall provide all labor, disposal of replaced materials, purchase and installation of new materials, and provide equipment necessary to replace existing carpeting and associated carpet replacement materials. This project will be turn-key with all work performed by contractor.

**PROPOSAL**

The City is soliciting proposals from interested and qualified parties to provide all labor, and materials for the installation of **AIRPORT TERMINAL CARPET REPLACEMENT** as described in the Scope.

**INSURANCE REQUIREMENTS**

Worker's Compensation Liability - \$100,000

General Liability - \$500,000/occurrence

Business Automobile Liability - \$500,000 combined single limit for bodily injury and property damage per occurrence.

The City of Abilene must be named as Additional Insured on the certificate.

**SAMPLE CONTRACT**

A sample contract is included as **Exhibit 3**. This sample contract only demonstrates a standard City of Abilene service contract and the intents and purposes covered in it. The contract may be changed prior to execution of the actual contract.

**PRE-PROPOSAL CONFERENCE**

A Pre-proposal conference will be held **June 1, 2020 at 2:00 pm** in the lower level conference room of the airport terminal. Attend online at:

[meet.google.com/qxq-zyrt-bvh](https://meet.google.com/qxq-zyrt-bvh)

Phone Numbers

[\(US\)+1 361-596-6580](tel:+13615966580)

PIN: 279 737 835#

Proposers are encouraged to attend as the details of this system and the proposal process will be discussed. Questions and requests for information must be submitted by **June 5, 2020 at 3:00 pm** to: Alex Cargile, Management Analyst, 2933 Airport Blvd. Suite 200, Abilene, TX 79602; or by e-mail ([alex.cargile@abilenetx.gov](mailto:alex.cargile@abilenetx.gov)). Questions will be answered by **June 11, 2020 at 5:00 pm**.

## **PROPOSAL SUBMITTAL**

Sealed proposals will be received at the OFFICE OF THE PURCHASING ADMINISTRATOR, CITY HALL, 555 WALNUT STREET, ROOM 201A, ABILENE, TEXAS 79601, or via hand delivery on or before **June 25, 2020 at 4:00 pm** Proposers to be considered by the City must submit **all** of the following:

1. Completed Proposal Form (**Exhibit 2**)
2. Examples and History of Qualifications and Experience
3. Conflict of Interest Questionnaire (**Exhibit 5**)
4. Certificate(s) of Insurance with City of Abilene named as Additional Insured (to be provided by the successful proposer)
5. Other considerations as part of this RFP

## **PROPOSAL REJECTION AND DISQUALIFICATION**

The City may in its discretion reject or disqualify proposals. The following list is not exhaustive but includes:

1. Failure to provide complete documentation as required.
2. Evidence of collusion.
3. Default or termination of other contracts.
4. Lack of ability to operate as proposed.
5. Omissions or fraudulent statements.
6. Current or past outstanding overdue debts to City of Abilene.
7. Other causes as deemed relevant by the City.
8. The City reserves the right to reject any and all proposals.

## **CONFIDENTIALITY OF RECORDS**

Proposers must identify each portion of their proposal which they deem confidential, or which contain proprietary information, patents, or patents pending, copyrights, or trade secrets. Proposers must provide justification of what materials, upon request, should not be disclosed by the City. City records may be subject to disclosure to the public under the Texas Open Records Act. The City may use or disclose the data submitted by each Proposer for any purpose unless its use is so identified and restricted by a Proposer. The Proposer's opinion of proprietary information is not binding on the City.

## PROPOSAL EVALUATION

The City will review the merits of the proposals in accordance with the evaluation criteria listed below. Failure to provide information requested in this RFP may result in disqualification of a proposal. The sole objective of the evaluation will be to evaluate the responsiveness of each Proposer to the requirements of the RFP. Proposal selection criteria shall be evaluated in selective order of importance as listed below:

1. 5 Points – Proposed cost estimates of all items in scope.
2. 5 Points - Previous experience with the City of Abilene.
3. 10 Points – Airport or commercial carpet installation experience.
4. 10 Points – Proposed products, brands and aesthetics.
5. 5 Points – Estimated duration of work and estimated start date.

## PROPOSER RESPONSIBILITY

Should a prospective Proposer find a discrepancy, or discrepancies in, or omissions from the Instructions to Proposers, the sample form of Agreement, or any drawings relating thereto, or should a Proposer be in doubt as to their meaning, Proposer shall at once notify in writing the City, who will then develop any necessary clarifications or addenda. **The City will not be responsible for any oral instructions or interpretations given by or to anyone whomsoever.**

**POC:** MS. MELISSA DENSON, PURCHASING MANAGER  
CITY HALL, 555 WALNUT STREET, ROOM 201A  
ABILENE, TEXAS 79601

Proposers are expected to familiarize themselves with the locations of the premises, and if applicable, mechanical, electrical, plumbing, fire protection, and base building details in connection with this operation.

Any prospective Proposer desiring to submit a proposal for the City shall examine the terms of these Instructions to Proposers, Sample Agreement, and other materials and shall judge for themselves all the circumstances and conditions affecting their proposal. **Failure on the part of any Proposer to make such thorough examination or to investigate thoroughly the conditions of the proposal shall not be grounds for a declaration that the Proposer did not understand the proposal package.**

## **RANKING OF PROPOSALS BY CITY**

In the event the City desires further information or clarification regarding any proposal, the City may request such information from Proposer. The City will rank the Proposals according to the evaluation criteria listed above, and select the most qualified proposer according to the ranking. The City shall conduct contract negotiations with the ranking Proposer. In the event a successful contract is not entered into with the top ranking Proposer, the City shall end negotiation and shall negotiate with the next top ranking Proposers until such time that a contract is agreed to. The City reserves the right to reject any or all Proposals.

## **PROPOSAL FORM**

### **AIRPORT TERMINAL CARPET REPLACEMENT**

TO: MS. MELISSA DENSON, PURCHASING MANAGER  
CITY HALL, 555 WALNUT STREET, ROOM 201A  
ABILENE, TEXAS 79601

Dear Ms. Denson:

The undersigned, having examined the Instructions to Proposers, the Sample Agreement, and any and all related documents for the proposed **AIRPORT TERMINAL CARPET REPLACEMENT** at 555 WALNUT STREET, ABILENE, TEXAS 79601 and having become familiar with the proposed sites therefor and operations thereof, hereby proposes the following cost to the City for the afore-described service under the Agreement to be executed if the undersigned is the successful Proposer. Proposer may use additional pages to fully record proposal items.

**A. Proposed cost estimates of all items in scope (may be listed as an attachment).**

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**5 Points**

**B. Previous experience with the City of Abilene.**

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**5 Points**

**C. Airport or Commercial Carpet installation experience.**

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**10 Points**

**D. Proposed products, brands and aesthetics.**

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**10 Points**

**E. Estimated duration of work and estimated start date.**

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**5 Points**

The undersigned hereby acknowledges receipt of copies of the City Contract and Instructions to Proposers for the **AIRPORT TERMINAL CARPET REPLACEMENT** and that the same have been reviewed prior to the execution of the proposal; that the premises have been inspected by the undersigned, who has become thoroughly familiar herewith and with the proposed method of operation. The undersigned further:

- (a) Acknowledges the right of the City in its sole discretion to reject any or all proposals submitted, and that an award may be made to a Proposer other than one of the lowest monetary cost to the City of Abilene.
- (b) Acknowledges and agrees that the discretion of the City in selection of the successful Proposer shall be final, not subject to review or protest, and
- (c) Acknowledges that this proposal is made with full knowledge of the foregoing and in full agreement thereto.

By submission of this proposal, the Proposer acknowledges that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to the City of any and all information sought in such inquiry or investigation.

Dated at \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Signature of Proposer: \_\_\_\_\_

If an individual: \_\_\_\_\_  
Doing business as \_\_\_\_\_

If a partnership: \_\_\_\_\_  
Doing business as \_\_\_\_\_  
By: \_\_\_\_\_  
(General Partner)

If a corporation: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
(Seal if proposal by corporation)

If a limited liability company: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Proposer: (\_\_\_\_) \_\_\_\_\_